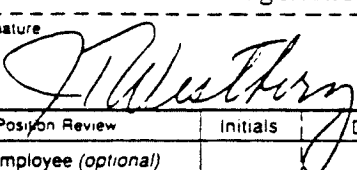


POSITION DESCRIPTION (Please Read Instructions on the Back)

2 Reason for Submission										3 Service										4 Employing Office Location										5 Duty Station										1 Agency Position No R3-45																													
<input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced)										<input checked="" type="checkbox"/> New <input type="checkbox"/> Other										<input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field										Twin Cities, MN										6 OPM Certification No																													
7 Fair Labor Standards Act										8 Financial Statements Required										9 Subject to IA Action																																																	
<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt										<input type="checkbox"/> Executive Personnel <input type="checkbox"/> Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests										<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																																																	
10 Position Status										11 Position Is										12 Sensitivity										13 Competitive Level Code																																							
<input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)										<input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither										<input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive										14 Agency Use																																							
15 Classified/Graded by										Official Title of Position										Pay Plan										Occupational Code										Grade										Initials										Date									
a. U.S. Office of Personnel Management																																																																					
b. Department, Agency or Establishment																																																																					
c. Second Level Review																																																																					
d. First Level Review										Forestry Technician										GS										462										4										JTW										4/27/92									
e. Recommended by Supervisor or Initiating Office										Forestry Technician										GS										462										4																													
16. Organizational Title of Position (if different from official title)										Seasonal Firefighter										17. Name of Employee (if vacant, specify)																																																	
18. Department, Agency, or Establishment										Department of the Interior										c. Third Subdivision																																																	
a. First Subdivision										U.S. Fish and Wildlife Service										d. Fourth Subdivision																																																	
b. Second Subdivision										Region 3										e. Fifth Subdivision																																																	
19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.																				Signature of Employee (optional)																																																	
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																																																																					
a. Typed Name and Title of Immediate Supervisor																				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																																																	
Signature										Date										Signature										Date																																							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.										22. Position Classification Standards Used in Classifying/Grading Position										STANDARD POSITION DESCRIPTION R3-45										Grade Level Guide for Aid & Technician Work, GS-400, TS-111, 12/91																																							
Typed Name and Title of Official Taking Action										J.T. Westberg										Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																																																	
Signature										Date																																																											
										4/27/92																																																											
23. Position Review										Initials										Date										Initials										Date										Initials										Date									
a. Employee (optional)																																																																					
b. Supervisor																																																																					
c. Classifier																																																																					
24. Remarks										Full Performance Level _____										Supervisors Copy _____																																																	
										This Position subject to Drug Testing and must pass a Step Test.										Employee Copy _____																																																	
																				OPF Copy _____																																																	
																				Classification Copy _____																																																	
25. Description of Major Duties and Responsibilities (See Attached)																																																																					

Introduction

This is a Forestry Technician position established to perform duties in fire management. The incumbent may act individually or as a member of a skilled team. The position is required to perform a variety of tasks in support of daily work operations at a National Wildlife Refuge as well.

Major Duties:

The primary function involves fire control activities such as: Fire prevention, pre-suppression, protection and suppression. The position will include the performance of any or all of the following duties:

- The incumbent serves as a skilled and fully-trained member of a fire or engine crew with responsibility for utilizing a variety of different types of specialized tools, equipment and techniques in suppressing fires.
- Scouts fires and develops data on hazardous areas.
- Services and maintains firefighting tools and equipment.
- Receives and records reports of a fire and executes initial attack plan. May oversee other firefighters who accompany incumbent on fires.
- Participates in the fire pre-suppression program by working with supervisors in recruiting and organizing firefighting crews.
- May participate as a single resource, or member of a hand crew, on interagency fires both on and off the refuge.
- When not involved with fire-related activities, incumbent will provide assistance in conducting project work under the supervision of the Fire Crew Leader or designated refuge staff.

Factors:

1. Skill and Knowledge Required by the Position:

- Practical knowledge of fire control methods and procedures as they apply to fire prevention, detection, suppression and dispatching of personnel and equipment.
- Skill in using hand and power tools such as, shovel, pulaski, fire rake, and/or chainsaw in order to effectively perform duties in fire, timber, recreation and other related areas.
- Skill in planning, on a day-to-day basis, a schedule to carry out and accomplish assignments in a orderly and timely manner.

2. Supervisory Controls:

Works under the general supervision of the Fire Crew Leader or other supervisory personnel. Receives general assignments and performs the majority of work independently according to established procedures. Incumbent draws upon previous experience and training to independently resolve problems of the type previously encountered, making it unnecessary for constant technical supervision. The supervisor provides technical assistance on new, unusual or controversial problems. Work is subject to periodic observation and inspection for acceptability and compliance with operating procedures and instructions.

3. Guidelines:

Specific guidelines are available in the form of technical guidelines, handbooks, work plans, prescriptions, and oral and written instructions. The employee works in strict adherence to the guidelines, referring needed deviations to the supervisor.

4. Complexity:

Assignments typically call upon the incumbent to carry out a sequence of operations which require the application of skill and judgement in well-defined situations.

Most duties are regulated by precedents and established procedural guidelines, but the incumbent must use judgement in identifying situations where field conditions differ from the norm or conflicts exist between resources. Unusual problems are referred to supervisor.

5. Scope and Effect:

The purpose of this position is to assist professional and technical positions in the area of fire management.

The successful and accurate performance of assigned duties contributes to the timely accomplishment of the refuge's programs and the management and protection of the resources on the refuge.

6. Personal Contacts:

For the most part, the contacts will be limited to co-workers.

7. Purpose of Contacts:

Personal contacts may be for the purpose of providing or exchanging information, and may be for the purpose of training other fire management personnel.

8. Physical Demands:

Involves strenuous physical activity, such as handling firefighting equipment, walking, climbing, bending and lifting. Incumbent must meet physical requirements for fire suppression as specified in the Refuge Manual 6 RM 7 and pass a step test at a level of 45 or higher or equivalent. Passing this test is a condition of employment.

9. Work Environment:

Work is performed in a outdoor environment in which temperature and weather extremes may be encountered and where the terrain may be steep, uneven, rocky and covered with thick vegetation. The work requires the use of safety equipment such as boots, gloves, goggles and hardhat.

A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3 AM e of the Administrative Manual. The incumbent is required to obtain and properly wear uniform components within Class _____ and _____.